

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**PERSONNEL MANAGEMENT TECHNICIAN**

**JOB DESCRIPTION**

Employees in this job participate in a variety of activities designed to provide specialized personnel technician assignments (facets of professional work) such as providing limited technical guidance to employees and/or supervisors regarding classification, selection, and labor relations issues; performing organizational development work; participating in career days and recruiting activities; and organizing and participating in training programs.

There are three classifications in this job.

**Position Code Title – Personnel Management Technician-E**

Personnel Management Technician 8

This is the intermediate level. The employee works in a learning capacity performing a range of personnel management technician assignments under close supervision.

Personnel Management Technician E9

This is the experienced level. The employee performs a full range of personnel management technician assignments and uses independent judgement in making decisions requiring application of guidelines to specific situations.

**Position Code Title – Personnel Management Technician-A**

Personnel Management Technician 10

This is the advanced level. The employee functions as a senior worker performing the most complex assignments. Senior level employees perform complex assignments beyond those expected at the experienced level which have been approved by Civil Service.

**NOTE:** Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Serves as an officially designated appointing authority representative for a state agency.

## **PERSONNEL MANAGEMENT TECHNICIAN**

### **PAGE No. 2**

Provides technical guidance and recommendations to employees, supervisors and appointing authorities regarding organizations, staffing, appropriate duties and responsibilities for positions, reallocations, and establishments.

Reviews individual requests for reallocations and promotions to determine if eligibility requirements are satisfied.

Identifies potential problem areas related to appointments or application evaluation and recommends solutions.

Coordinates and participates in recruitment activities such as planning career days at educational institutions; identifying applicants' education and interests and making referrals; and arranging for testing, interviewing and placement when appropriate.

Drafts vacancy postings, assesses applicants' eligibility, and/or participates in selection interviews.

Represents the department in the more routine technical appeals and/or serves as a technical appeal contact person.

Meets with employees and/or supervisors regarding employee relations problems, work performance problems or grievances.

Identifies, designs and evaluates training programs as they relate to specialized personnel activities.

Organizes and conducts established training programs for staff development and training.

Compiles and reviews data; constructs charts and graphs; prepares written summary or conclusion.

Prepares reports on employee utilization, appointments, and other special projects.

Interprets Civil Service Commission rules, regulations and procedures to state employees and the public.

Performs related work as assigned.

### **Additional Job Duties**

#### **Personnel Management Technician 10 (Senior Worker)**

Performs the most complex personnel management technician assignments on a regular basis.

**JOB QUALIFICATIONS**

**Knowledge, Skills, and Abilities**

**NOTE:** Developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of rules, practices and procedures used in public personnel administration.

Knowledge of state government organization and missions.

Knowledge of the functions assigned to various occupations in state government.

Knowledge of Michigan Civil Service Commission rules, regulations, forms and procedures related to the work.

Knowledge of collective bargaining agreement provisions and/or procedures related to the work.

Knowledge of personnel activities involving various personnel actions.

Knowledge of state automated human resource or payroll systems.

Knowledge of interviewing techniques used to collect data.

Ability to select and compile data for correspondence and reports.

Ability to apply standards and guidelines to individual situations to identify acceptable and/or problem circumstances.

Ability to meet officials of government and industry and the public to explain personnel operations.

Ability to conduct established training sessions, workshops, conferences, seminars and programs regarding staff development and training.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Ability to assume responsibility and work independently.

Ability to follow complex instructions.

## **PERSONNEL MANAGEMENT TECHNICIAN**

**PAGE NO. 4**

### **Working Conditions**

Some jobs are located in a correctional facility, mental health facility, social services agency, or hospital facility.

### **Physical Requirements**

None.

### **Education**

Educational level typically acquired through completion of high school.

### **Experience**

#### **Personnel Management Technician 8**

One year of experience as a Personnel Management Assistant 8.

#### **Personnel Management Technician E9**

One year of experience as a Personnel Management Technician 8.

**OR**

One year of experience as a Personnel Management Assistant 9.

#### **Personnel Management Technician 10**

One year of experience as a Personnel Management Technician E9.

**OR**

Two years of experience as a Personnel Management Assistant 9.

**OR**

One year of experience as a supervisor of personnel management assistant activities.

### **Alternate Education and Experience**

Possession of a Bachelor's degree qualifies for the experienced-level Personnel Management Technician E9 classification.

### **Special Requirements, Licenses, and Certifications**

None.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**PERSONNEL MANAGEMENT TECHNICIAN**

**PAGE No. 5**

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**

PERMGTTCH

**Job Code Description**

Personnel Management Technician

**Position Title**

Personnel Management Technician-E

Personnel Management Technician-A

**Position Code**

PMGTTCHE

PMGTTCHA

**Pay Schedule**

NERE-032

NERE-034

ECP Group 1

8/20/2000

VLWT/MBK